COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 10-244, 19 February 2002, is supplemented as follows: This supplement provides policy, guidance and procedures to all Aerospace Expeditionary Forces (AEF) tasked units to report status to execute their AEF taskings. It formalizes reporting policies for units assigned AEF taskings for full spectrum surge operations and provides guidance to headquarters agencies to use the AEF UTC Reporting Tool (ART) to aid in certification of their allocated forces to accomplish assigned missions. Guidance in this instruction supplements AFI 10-400, Aerospace Expeditionary Force Planning. It applies to all United States Air Forces Europe (USAFE) units. It does not apply to United States Air Force Reserve or Air National Guard units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

2.4.1. (Added) **Authority.** The USAFE Directorate of Air and Space Operations (HQ USAFE/A3) is the Commander, United States Air Forces in Europe (COMUSAFE) designated authority for all Major Command (MAJCOM) AEF UTC Reporting Tool (ART) matters and responsibilities. The HQ USAFE/A3 will oversee and coordinate all ART issues between COMUSAFE, HQ USAFE directorates, Numbered Air Force (NAF), commanders, wings, units, Functional Area Manager (FAM), and the Aerospace Expeditionary Force Center (AEFC), as applicable.

2.4.1.1. (Added) **Readiness Measures.** HQ USAFE/A3XA is responsible for tracking/managing the Aerospace Expeditionary Force (AEF) readiness reporting requirements and for providing the HQ USAFE/A3 and COMUSAFE monthly updates on the status of AEF resources. As the owner of the process for USAFE, HQ USAFE/A3XA, through HQ USAFE/A3, will establish policy, recommend guidance, implement Air Staff policies and execute the daily management of the ART database. HQ USAFE/A3XA will:

2.4.1.1.1. (Added) Ensure, on a daily basis, all wings and units update the ART database as directed by Air Force Instruction 10-244, *Reporting Status of Aerospace Expeditionary Forces*, and this supplement.

2.4.1.1.2. (Added) Track/manage ART user profiles.

2.4.1.1.3. (Added) Coordinate with each functional area to ensure timelines and accuracy of data reporting.

2.6.1.1. (Added) In addition to updating assessments in ART, wing commanders will advise the NAF, HQ USAFE/A3, and MAJCOM ART Manager, in writing, of activities that might restrict or delay AEF operations at either home and/or deployed locations.

2.7.2.3. (Added) Designate NAF level ART Office of Primary Responsibility (OPR) by letter or electronic memorandum. Designation should include name, rank, organization, DSN telephone number, classified and unclassified e-mail address. NAFs will identify no fewer than two ART Managers Point of Contacts (POC) and the status of each as either the primary or alternate. Classified e-mail addresses must be submitted with all other POC data at the time of designation. The classified e-mail account can be the POCs personal account, office account, group account or another member's account that will pass along ART information and or taskings in a timely fashion.

2.7.2.4. (Added) Designation letters or electronic memorandum must be provided to the MAJCOM ART Manager.

2.7.2.5. (Added) NAFs will maintain a list of ART POCs for subordinate wings and bases, and units that are not directly subordinate to a wing/base. At a minimum, ART POC listings are required to be reviewed quarterly for accuracy, for personnel that have departed station or no longer require write access. Notify HQ USAFE ART Manager of required deletions.

2.7.2.6. (Added) NAF ART POCs will disseminate ART-related correspondence to key NAF personnel and additionally to the NAF commander when required. Continuity folders will be established to maintain all ART correspondence to include, but not limited to; Air Force and MAJCOM guidance, ART certifications, training documentation, ART briefings, appointment letters and "Commander's Approval Reports" for monthly Unit Type Code (UTC) assessments of UTCs postured against the NAF HQ staff. Commander's Approval Reports are to be maintained based on an applicable table and rule IAW the Air Force Records Disposition Schedule.

2.7.3.1.1. (Added) Designate wing-level ART POCs by letter or electronic memorandum. Designation should include name, rank, organization, DSN telephone number, classified and unclassified e-mail address. Wings will identify no fewer than two ART POCs and the status of each as either the primary or alternate. Classified e-mail addresses must be submitted with all other POC data at the time of designation. The classified e-mail account can be the POCs personal account, office account, group account or another member's account that will pass along ART information and/or taskings in a timely fashion.

2.7.3.1.2. (Added) Designation letters or electronic memorandum must be provided to the NAF POC and HQ USAFE ART Manager. If wing ART POCs require write access to subordinate units, memorandum must outline all units for which write access is required. Listing may be provided to HQ USAFE ART Manager under separate cover.

2.7.3.6. (Added) Wings will maintain a list of subordinate unit ART POCs. At a minimum, ART POC listings are required to be reviewed quarterly for accuracy, for personnel that have departed station or no longer require write access. Notify HQ USAFE ART Manager of required deletions.

2.7.3.7. (Added) Wings will establish supplemental wing procedures for ART reporting and certification. Wing ART Managers will summarize and report ART data to the wing commander and key staff personnel at least monthly.

2.7.3.8. (Added) Wing ART Managers will disseminate ART-related correspondence to key wing personnel and additionally to the wing commander when required. Continuity folders will be established to maintain all ART correspondence to include, but not limited to; Air Force , NAF and MAJCOM guidance, ART certifications, training documentation, ART briefings, appointment letters and ART POC lists.

2.7.3.9. (Added) Wing POCs will develop a wing ART Training Program. Training program should include a block of instruction for commanders. Wing POCs will conduct quarterly recurring training for subordinate unit monitors. Training must be documented and a record maintained at the wing/base level.

2.7.4.2.1. (Added) Designate unit-level ART POCs by letter or electronic memorandum. Designation should include name, rank, organization, DSN telephone number, classified and unclassified e-mail address. Units will identify no fewer than two ART POCs and the status of each as either the primary or alternate. Classified e-mail addresses must be submitted with all other POC data at the time of designation. The classified e-mail account can be the POCs personal account, office account, group account or another member's account that will pass along ART information and/or taskings in a timely fashion.

2.7.4.2.2. (Added) Designation letters or electronic memorandum must be provided to the wing POC.

2.7.4.9. (Added) Unit ART POCs will disseminate ART-related correspondence to key unit personnel and additionally to the unit commander when required. Continuity folders will be established to maintain all ART correspondence to include, but not limited to; Air Force , NAF, MAJCOM and wing guidance, ART certification memorandums, training documentation, ART briefings, appointment letters and "Commander's Approval Reports" for monthly UTC assessments. Commander's Approval Reports are to be maintained based on an applicable table and rule IAW the Air Force Records Disposition Schedule.

2.7.6. (Added) FAMs, or appointed HQ USAFE 2-digit ART POC:

2.7.6.1. (Added) Designate directorate-level ART POCs by letter or electronic memorandum. Designation should include name, rank, organization, DSN telephone number, classified and unclassified e-mail address. Directors will identify no fewer than two ART POCs and the status of each as either the primary or alternate. Classified e-mail addresses must be submitted with all other POC data at the time of designation. The classified e-mail account can be the POCs personal account, office account, group account or another member's account that will pass along ART information and or taskings in a timely fashion. Functional ART POCs may fulfill a dual role as responsible agent for ensuring UTCs postured against the director's staff are assessed according to AFI 10-244 and this supplement and perform those functions outlined below.

2.7.6.1.1. (Added) Designation letters or electronic memorandum must be provided to the HQ USAFE ART Manager.

2.7.6.2. (Added) Directorate ART POCs will review, assess adequacy of remarks and reporting status of USAFE units, and contact the reporting unit to discuss plausible changes to ensure reporting consistency across the function within USAFE. FAMs cannot change or direct the change of a unit's remark or status, since the remarks are unit and wing assessed, validated, and certified.

2.7.6.3. (Added) Directorate ART POCs will forward the COMUSAFE ART briefings to their USAFE 2-digit. The HQ USAFE ART Manager will make the slides available to the FAMs on the SIPRNET by e-mail, using the global USAFE "FAMs All" e-mail group, and or a website.

2.7.6.4. (Added) Directorate ART POCs (or FAM as appropriate) will ensure the Time Phased Force Deployment Data (TPFDD) Library is current and updated through the MAJCOM OPR in a timely man-

ner, ensuring UTC accuracy within the ART Program. Coordinate and notify TPFDD library discrepancies and actions with the affected wing/unit.

2.7.6.5. (Added) Directorate ART POCs (or FAM as appropriate) will consider ART status during wing/unit requested personnel, equipment or training reclamas and waivers (e.g. A reclama or waiver should not be approved if the requesting wing/unit has not identified the specific shortfall through the ART program).

2.7.7. (Added) Wings may direct or allow establishment of subordinate group ART POCs to facilitate program management.

2.7.7.1. (Added) Designate group level ART POCs by letter or electronic memorandum. Designation should include name, rank, organization, DSN, telephone number, classified and unclassified e-mail address. Groups will identify no fewer than two ART POC and the status of each as either the primary or alternate. Classified e-mail addresses must be submitted with all other POC data at the time of designation. The classified e-mail account can be the POCs personal account, office account, group account or another member's account that will pass along ART information and or taskings in a timely fashion.

2.7.7.1.1. (Added) Designation letters or electronic memorandum must be provided to the wing OPR. Provide additional copy to HQ USAFE ART Manager if group ART POCs require write access to subordinate units. Memorandum must outline all units for which write access is required.

2.7.7.2. (Added) Groups will maintain a list of ART POCs for subordinate units. At a minimum, ART POC listings are required to be reviewed quarterly for accuracy, for personnel that have departed station or no longer require write access. Notify HQ USAFE ART Manager of required deletions.

2.7.7.3. (Added) Groups may establish supplemental procedures for ART reporting and certification.

2.7.7.4. (Added) Group ART Managers will disseminate ART related correspondence to key group personnel and additionally to the group commander when required. Continuity folders will be established to maintain all ART correspondence to include, but not limited to Air Force, MAJCOM and wing guidance, ART certifications, training documentation, wing ART briefings, appointment letters, ART POC lists and "Commander's Approval Reports" for monthly UTC assessments of UTCs postured against the Group staff. Commander's Approval Reports are to be maintained based on an applicable table and rule according to the Air Force Records Disposition Schedule.

3.4.7.1.1. (Added) Personnel are considered available if they are assigned to a unit, physically present at home station or can be present within the prescribed response time, and are not restricted from deploying or employing. The Military Personnel Data System (MILPDS) deployment availability codes must support availability determination. Commanders determine availability as required.

3.4.7.1.2. (Added) Personnel filling a UTC requirement may be considered available to employ if the projected TDY completion date is more than 30 days prior to their report not later than date (RNLTD), separation date, or retirement date.

3.4.7.1.3. (Added) When assessing the status of UTCs in ART, report skill level substitutions as either Yellow or Red, if the substitutions are not specifically allowed in the UTC Mission Capability Statement (MISCAP). Report UTCs with skill level substitution as Yellow when they can meet the UTC MISCAP and include a remark specifying the sill level substitution. Report UTCs with skill level substitution as Red when they cannot meet the UTC MISCAP. This is not to be confused with skill level substitutions authorized during actual sourcing, as outlined in Air Force Manual 10-401 Volume 1, *Operation Plan & Concept Plan Development and Implementation*.

3.4.7.2.2. (Added) Equipment and supplies are required to be available to redeploy within 72 hours, unless otherwise directed by the MAJCOM.

3.5. Theater-specific requirements are not assessed during the UTC assessment. This assessment will be made during the "Tasked to Deploy Assessment" phase, once the UTC is tasked to deploy. The "Tasked to Deploy Assessment" will not change the status (Red/Yellow/Green) of the UTC.

3.5.3.1. (Added) Assess UTCs as Red when determined to be "bad or incorrectly postured". Input specific rational as to why the UTC is suspected of being incorrectly postured using the appropriate comment area on the deficiency screen.

3.6.2. (Added) When a UTC is partially tasked and the unit can meet the theater requirements, mark the UTC as "Tasked - Yes" and "Meets - Yes". Additionally, the unit must provide a list of remaining available resources in the general/tasked remark area. The remark area becomes available upon selecting "Yes" or "No" under the "can meet theater requirements" column.

3.6.3. (Added) Units tasked to deploy a postured UTC prior to the AEF in which the UTC is postured will mark the UTC as tasked and identify whether the unit can meet theater requirements. The unit must identify QTY/AFSC/PID/ULN/RDD/ETL in the general remark area (e.g. 3 ea / 3S0X1 / 101SD / F9342 / C034 / 090).

3.6.4. (Added) When possible, units tasked to deploy under a non-postured UTC will identify a postured UTC with similar requirements and mark it as "Tasked - Yes" and "Meets - Yes." The unit must identify the actual tasked UTC and QTY/AFSC/PID/ULN/RDD/ETL in the general remark area (e.g. Tasked UTC: XXXX0 with 3 ea / 3S0X1 / 101SD / F9342 / C034 / 090).

3.6.5. (Added) When indicating "Meets - No" outline the planned action in the general remark area. Units will continually update the general/tasked remark area with the status of the waiver request or reclama until final disposition.

3.7.2. Deficiencies will be identified in the status remark area, by category: personnel, training, equipment/supply, and or equipment/condition. These fields become available upon marking a UTCs status as "Red" or "Yellow". The general remarks area associated with the tasked, can or cannot meet theater requirements will be used for tasked or partially tasked UTCs. The "Commanders Comments" option allows reporting commanders to provide additional information not covered by other comment and remarks fields. The use of this field should be minimized and not used to identify UTC deficiencies, since the status remark fields serve this purpose.

3.7.2.1. (Added) Personnel:

3.7.2.1.1. (Added) Specific shortfalls must be identified by Quantity/AFCS (using specific skill level)/ Get-well dates (GWD).

Example:

Short 1 ea / 3U0X1 / GWD 03/01/2002

2 ea / 3S0X1 / GWD 02/02/2002

3.7.2.1.2. (Added) Provide additional comments/rationale supporting shortfall and explain planned workarounds to support UTC fully or partially.

3.7.2.2. (Added) Training:

3.7.2.2.1. (Added) Specific training shortfalls must be identified by Quantity/AFS - shortfall comments/ GWD.

Example:

Short 1 ea / 3U0X1 - in upgrade training to 5-level / GWD 02/04/2002

1 ea / 3S0X1 - requires M-16 training, range current closed / GWD 01/03/2002

3.7.2.2.2. (Added) Provide additional comments/rationale supporting shortfall and explain planned workarounds to support UTC.

3.7.2.3. (Added) Equipment/Supply:

3.7.2.3.1. (Added) Specific equipment/supply shortfalls must be identified by Quantity/Description - shortfall comments/GWD.

Example:

Short 1 ea / MANPER System - unit owns 3, all three deployed / GWD 10/10/2002

3.7.2.3.2. (Added) Provide additional comments/rationale supporting shortfall and explain planned workarounds to support UTC.

3.7.2.4. (Added) Equipment/Condition:

3.7.2.4.1. (Added) Specific equipment/condition shortfalls must be identified by Quantity/Description - shortfall comments/GWD.

Example:

Short 1 ea / TSC-94A Van - requires $4K in parts, on order / GWD 02/04/2002

3.7.2.4.2. (Added) Provide additional comments/rationale supporting shortfall and explain planned workarounds to support UTC

3.7.2.5. (Added) GWD must be identified behind each shortfall when there is more than one shortfall. The GWD field will reflect the date furthest out.

3.7.2.6. (Added) Remarks will be provided in layman's terms. Spell out uncommon Air Force acronyms, career field specific jargon, and enough detail for senior Air Force and USAFE leaders to make critical planning decisions.

3.8. The 30-day assessments must be made on any/all AEF rotations within the current AEF cycle, and any/all projected AEF rotations in the next AEF cycle visible in ART.

3.8.1.1. (Added) Out-of-cycle reports cover those situations requiring a UTC status change and must be updated prior to the 30-calendar day assessment - within 24 hours of status change.

3.8.1.2. (Added) Out-of-cycle reports cover those situations requiring a UTC status on TPFDD added or changed UTCs.

3.8.2. Unit, NAF and Directorate ART Managers will update status of all postured UTCs No Earlier Than (NET) the 1st and no later than the 5th of each month. UTCs assessed during out-of -cycle reporting (i.e. new adds) will be updated again between the 1st and 5th of the month to synch with the established reporting cycle.

3.10. (Added) COMUSAFE ART Briefings. ART briefings are provided to COMUSAFE and HQ USAFE 2-digits on a monthly basis. Schedule is posted on the ART web page. The HQ USAFE ART Manager, HQ USAFE/A3, and COMUSAFE determine what ART data will be presented.

3.10.1. (Added) The HQ USAFE ART Manager will pull the ART data from the ART Program "Report Function" on the 15th of every month or the duty day prior if the 15th is a holiday or family/goal day. This does not relieve the unit of ensuring all postured UTCs have a current assessment at all times.

3.10.2. (Added) The HQ USAFE ART Manager will make the COMUSAFE ART briefings available a minimum of two workdays prior to the scheduled COMUSAFE briefing by posting on the ART website.

4.1.3. Assessments are made on the unit's current ability to deploy and employ the UTC. Enablers have no specific eligibility window and must be assessed on their ability to deploy at any time. Commanders may be tasked to certify all UTCs postured for AEF taskings during a specific movement window, to include Enablers, when USAFE is directed to do so by the AEF Center.

4.2.2.4. ART assessment should not be confused with the AEF certification process, however, the data reflected in the ART Program must be used during the certification process. UTCs cannot be certified differently than assessed and reported in ART. Conflicts must be resolved prior to certification submission to the next certifying level, ensuring ART data reflected in the ART Program matches that in the certification. Identified mismatches between the certification and the data in the ART Program will be returned to the submitter for rectification and resubmission.

4.2.2.5. (Added) NAFs will transmit a NAF Commander Certification Memorandum to the ART Program Manager NLT 5 weeks prior to each AEF/Aerospace Expeditionary Wing (AEW) deployment eligibility window. Specific due dates will be published in Supplemental Certification Guidance from the MAJCOM ART Program Manager and posted on the website. The NAF documents certification of the UTCs postured against the NAF HQ staff and all subordinate units that are tasked to deploy and on a Prepare To Deploy Order (PTDO) as validated in the TPFDD, and ART Program or as directed in supplemental guidance. Certification messages are classified depending on the message content according to AFI 10-244, para 3.1. Certifications will be sent via classified communications.

4.2.2.5.1. (Added) NAFs will use the Commanders Certification template at **Attachment 5 (Added)** to certify projected AEF pair and tasked Enabler UTCs. All certification data must reflect the data within the ART Program as of the date reflected in the memorandum.

4.2.2.5.2. (Added) NAFs will publish supplemental certification guidance to subordinate wings and agencies not directly aligned under a wing.

4.2.2.6. (Added) HQ USAFE 2-digits and units not directly aligned under a NAF with UTCs requiring ART certification will follow the same guidance in paragraph **4.2.2.5. (Added)** of this supplement, substituting the 2-digit specific designation in place of "NAF."

4.2.2.6.1. (Added) HQ USAFE 2-digits and units not directly aligned under a NAF will transmit a Certification Memorandum to the ART Program Manager no later then weeks prior to each AEF/AEW deployment eligibility window. Specific due dates will be published in Supplemental Certification Guidance from the MAJCOM ART Program Manager and posted on the website. This memo documents the certification of the UTCs tasked to deploy and on a PTDO as validated in the TPFDD, and ART Program. Certification memos are classified depending on the message content according to AFI 10-244, para 3.1. Certifications will be sent via classified communications.

4.2.2.7. (Added) Wings will transmit a Wing Commander Certification Memorandum to their NAF no later than 6 weeks prior to each AEF/AEW deployment eligibility window. Specific due dates may be established by the NAF. The wing documents certification of the UTCs postured against the wing HQ staff and all subordinate units that are tasked to deploy and on a PTDO as validated in the TPFDD, and ART Program or as directed in supplemental guidance. Certification memos are classified depending on the message content according to AFI 10-244, para 3.1. Certifications will be sent via classified communications.

4.2.2.7.1. (Added) Wings will follow the same guidance in paragraph **4.2.2.5.1. (Added)** of this supplement, substituting the wing's specific designation in place of "NAF."

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force

AEW—Aerospace Expeditionary Wings

COMUSAFE—Commander United States Air Forces in Europe

FAM—Functional Area Manager

GDW—Get-Well Dates

MAJCOM—Major Command

MILPDS—Military Personnel Data System

MISCAP—Mission Capability Statement

NET—No Earlier Than

PTDO—Prepare To Deploy Order

TPFDD—Time Phased Force Deployment

Attachment 5 (Added)

SAMPLE - COMMANDER CERTIFICATION MEMORANDUM

DEPARTMENT OF THE AIR FORCE

Air Force Unit Heading

MEMORANDUM FOR USAFE ART PROGRAM MANAGER   (DATE)

FROM: (NAF Commander)

SUBJECT: AEF 3/4 Cycle III Commander Certification Message (S)

1. (U) I have reviewed all the (NAF) forces in AEF 3/4 including those forces in the Enabler bucket. Based on the assessments of my commanders, I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, (NAF) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

Unit   Spin-up Event

(Wing/Squadron)   Exercise/activity

3. (S) For AEF 3/4 and Enabler Cycle 3, (NAF) has the following YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be obtained through the ART. ART certification data reflects the data within the ART Program, as of: DDM-MYY.

(#) GREEN (UTCs have no deficiency)

(#) YELLOW (some UTCs have more than one deficiency)

(#) for Personnel

(#) for Training

(#) for Equipment/Supply

(#) for Equipment/Condition

(#) RED (some UTCs have more than one deficiency)

(#) for Personnel

(#) for Training

(#) for Equipment/Supply

(#) for Equipment/Condition

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (U) My POC for AEF Certification is (NAME and DSN).

(NAME)

CC SIG BLK

Derived from: ART/SORTS data classified IAW,

CJCSI 3401.02 and consistent with EO 12958

Declassify on: (Enter date of 8 years from generation)

CHARLES N. SIMPSON, Major General, USAF
Director Air & Space Operations